

4200 Farm Hill Blvd, Building 3, Room 103, Redwood City, CA, 94061, Tel: 1-650-381-3544 Fax: 1-650-381-3518 Email: caninternational@smccd.edu

In support of Cañada College's vision and mission, the International Student Center uses core professional competencies and best practices to provide individualized services for international students, so they can achieve their personal, educational, and professional goals. The International Student Center also promotes understanding and respect for diverse perspectives by providing college-wide opportunities for community engagement and cultural exchange.

The International Student Ambassador Program would enhance the personalized support services that our International Student Center (ISC) strives for. The International Student Ambassador Program will:

1. Provide current international students opportunities to develop leadership skills, such as communication, time management, organizational, and mentoring skills.
2. Provide new international students with a peer support network to help them navigate a new environment and to integrate international students into the larger college community. International student ambassadors serve as role models for new students and foster a cycle of learning where international students share first-hand experiences on how to succeed academically, socially, and even emotionally.
3. Provide International Student Center staff with support in providing student-centered services to an increasing population of incoming, current, and prospective international students. As the number of international students continues to grow, international student ambassadors will assist in our goal of delivering high quality and personalized attention for which ISC strives through its international programs.

The International Student Center is seeking International Student Ambassadors to work at least 5 hours per week each. Student ambassadors will be paid \$10.50 per hour.

To be eligible for the International Student Ambassador Program, students must:

- Be a current Cañada College student,
- Enrolled in at least 12 credits,
- Have completed at least one semester at Cañada College,
- Have at least a 3.0 GPA, and
- Provide at least one recommendation by a Cañada faculty or staff member.

With direction from the International Program Manager, international student ambassador job responsibilities include:

- Take initiative in being knowledgeable about Cañada's programs of study and student services offices.
- Answer incoming phone and email inquiries in the caninternational@smccd.edu email account and forward specific email inquiries to international student center staff, as needed.
- Gather content and write for *The Olive Branch: International Student Newsletter*.
- Post announcements on Facebook, with direct supervision from the International Program Manager.
- Serve as a peer mentor to a group of 5-10 new international students by meeting at least 3 times per semester.
- Assist International Student Center staff with various activities and events including but not limited to orientation, campus visits by international visitors, campus tours for agents and prospective students, international student workshops, and International Culture Exchange Club activities.
- Assist with preparation of international program documents, including acceptance packets, orientation documents, and outreach materials.
- Participate in the college's international education advisory board meetings.
- Complete clerical tasks such as data entry, photocopying, filing, and other tasks as assigned.

APPLICATION FOR INTERNATIONAL STUDENT AMBASSADOR POSITION

NAME: _____ **STUDENT ID#:** _____

ADDRESS: _____

EMAIL: _____ **PHONE #:** _____

PLEASE INDICATE THE TIME OF DAY YOU ARE AVAILABLE.

MONDAY _____

THURSDAY _____

TUESDAY _____

FRIDAY _____

WEDNESDAY _____

**PLEASE LIST ANY PREVIOUS EMPLOYMENT/VOLUNTEER HISTORY
(INCLUDE CLUB OFFICER POSITIONS AND ON-CAMPUS EMPLOYMENT AT CAÑADA COLLEGE):**

NAME OF COMPANY: _____

ADDRESS OF COMPANY: _____

POSITION TITLE: _____ **DATES OF EMPLOYMENT/VOLUNTEER:** _____

LIST OF DUTIES: _____

SUPERVISOR NAME: _____ **PHONE #:** _____

NAME OF COMPANY: _____

ADDRESS OF COMPANY: _____

POSITION TITLE: _____ **DATES OF EMPLOYMENT/VOLUNTEER:** _____

LIST OF DUTIES: _____

SUPERVISOR NAME: _____ **PHONE #:** _____

NAME OF COMPANY: _____

ADDRESS OF COMPANY: _____

POSITION TITLE: _____ **DATES OF EMPLOYMENT/VOLUNTEER:** _____

LIST OF DUTIES: _____

SUPERVISOR NAME: _____ **PHONE #:** _____

- I AM ATTACHING A RESUME (OPTIONAL).
- I AM ATTACHING _____ RECOMMENDATION(S) FROM A CAÑADA COLLEGE FACULTY/STAFF MEMBER.
- I AM AWARE THAT I MUST BE ENROLLED FULL-TIME (12 CREDITS) AND I MUST MAINTAIN A 3.0 GPA, IN ORDER TO BE ELIGIBLE FOR A STUDENT AMBASSADOR POSITION.
- IF CHOSEN TO SERVE AS A STUDENT AMBASSADOR, I AGREE TO WORK AT THE AGREED UPON SCHEDULE AND WILL GIVE 24 HOUR NOTICE OF ANY CHANGES.
- I HAVE READ, UNDERSTOOD, AND ACCEPT THE JOB RESPONSIBILITIES OF THE AMBASSADOR POSITION.

SIGNATURE

DATE

RECOMMENDATION FORM FOR INTERNATIONAL STUDENT AMBASSADOR POSITION

NAME: _____ **STUDENT ID#:** _____

ADDRESS: _____

EMAIL: _____ **PHONE #:** _____

I AM APPLYING FOR AN INTERNATIONAL STUDENT AMBASSADOR POSITION IN THE INTERNATIONAL STUDENT CENTER OF CAÑADA COLLEGE. THANK YOU FOR PROVIDING A RECOMMENDATION. THIS FORM MAY BE FAXED OR EMAILED TO THE CONTACT INFORMATION ABOVE.

STUDENT SIGNATURE

DATE

RECOMMENDOR'S NAME: _____ **DIVISION:** _____

EMAIL: _____ **PHONE #:** _____

How long and how do you know the student? _____

Student Ambassadors are exemplary Cañada College students who require maturity, dependability, and enthusiasm for helping other students. Please check the box that reflects your knowledge of the student.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
Works well independently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well in groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is mature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates leadership qualities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has good time management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is friendly and approachable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please use this space to provide additional comments and/or support of the applicant.

I highly recommend recommend recommend with reservation the applicant to be a Student Ambassador.

RECOMMENDOR'S SIGNATURE

DATE

INTERNATIONAL STUDENT AMBASSADOR CONTRACT

NAME: _____ **STUDENT ID#:** _____

EMAIL: _____ **PHONE #:** _____

DATES OF EMPLOYMENT: _____

If you are unable to complete your term of employment, you must submit at least 2 weeks email notification to your supervisor, Supinda Sirihekaphong, International Program Manager.

SCHEDULE OF EMPLOYMENT: STUDENTS MAY WORK UP TO 5 HOURS PER WEEK, PREFERABLY 2 DAYS.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

If you are unable to cover your shift, you must give 24 hour email notification. If you will be late for your shift, please let your supervisor know as soon as possible.

OFFICE CONDUCT AND DRESS CODE:

Students must abide by the Cañada College Student Code of Conduct, which prohibits dishonesty, disruptive and discriminatory behavior and harassment. Students should always be respectful and friendly in all interactions with faculty, staff, students and visitors. Students must maintain a professional appearance (cleanliness pertaining to personal hygiene and no revealing clothing). Students may not use office technology for personal use. If conflicts arise, students should meet with the supervisor to discuss possible resolutions.

ELIGIBILITY: STUDENTS MUST MAINTAIN THE FOLLOWING ELIGIBILITY REQUIREMENTS.

1. Be in valid F-1 visa status, 2. enrolled in at least 12 credits, and 3. have at least a 3.0 GPA.

JOB RESPONSIBILITIES:

Under the direction and supervision from the International Program Manager, responsibilities include:

- Take initiative in being knowledgeable about Cañada’s programs of study and student services offices.
- Answer incoming phone and email inquiries in the caninternational@smccd.edu email account and forward specific email inquiries to international student center staff, as needed.
- Gather content and write for *The Olive Branch: International Student Newsletter*.
- Post announcements on Facebook, with direct supervision from the International Program Manager.
- Serve as a peer mentor to a group of 5-10 new international students by meeting at least 3 times per semester.
- Assist International Student Center staff with various activities and events including but not limited to orientation, campus visits by international visitors, campus tours for agents and prospective students, international student workshops, and International Club activities.
- Assist with preparation of international program documents, including acceptance packets, orientation documents, and outreach materials.
- Participate in the college’s international education advisory board meetings.
- Complete clerical tasks such as data entry, photocopying, filing, and other tasks as assigned.

I agree to do my best in serving as an international student ambassador as outlined on this contract.

INTERNATIONAL STUDENT AMBASSADOR’S SIGNATURE

DATE